

Kyle Folk

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Professional Summary:

I am a highly adaptable, skilled, and committed professional with several years of experience in project management, event management, drafting, coaching, and heavy equipment operation. I excel in project planning, coordination, and monitoring, as well as drafting technical drawings and designs using industry-specific software. My strong interpersonal and communication skills enable me to maintain customer relations while addressing concerns, soliciting feedback, and working collaboratively within a team. I am also experienced in coaching and training, as well as operating and maintaining heavy equipment. I am a detail-oriented team player with the ability to learn new skills quickly and the commitment to achieve job objectives, which have allowed me to excel in diverse roles. I am confident in my ability to quickly adapt to any new skill required to succeed in a position and eager to bring my versatile skillset to a new role where I can contribute to the success of the team.

Experience

PROJECT MANAGEMENT & EVENT PLANNING

- Managed project plans and budgets, monitored progress, and communicated updates to stakeholders.
- Coordinated with stakeholders to define project goals, scope, budget, and timeline.
- Collaborated & created quality relationships with diverse teams and vendors to achieve project goals.
- Booked venues, equipment, and recruited sponsors, clubs, and owners for events.
- Coordinated with car clubs and individual car owners to secure a diverse representation of vehicles.
- Developed and executed successful marketing campaigns for multiple events.
- Proficient in Microsoft suite programs such as Word, Excel, MS Project, and PowerPoint.
- Excellent listening & observation skills to determine best practice.

DRAFTING & ENGINEERING

- Designed blueprints for various projects that comply with OH&S standards.
- Created accurate blueprints with specifications for drilling equipment and piping systems.
- Drafted as-built drawings that comply with OH&S standards to ensure the project was constructed correctly.
- Created detailed technical drawings and plans using CAD software.
- Worked closely with engineers and designers to ensure that drawings accurately reflected designs and were optimized for efficiency and cost-effectiveness.

COACHING & TRAINING

- Taught swimmers of all ages and skill levels.
- Created training plans and practice routines.
- Coordinated team events, practices, and out-of-town meets.
- Assessed athlete capabilities and determined appropriate training methods and goals.
- Monitored and recorded swimmers' progress.

HEAVY EQUIPMENT OPERATION

- Operated and maintained heavy equipment including forklifts, loaders, cranes, and more.
- Knowledgeable about drilling equipment and safety regulations in the oil and gas industry.

Work & Volunteer History

- National Ops Manager | Driven Aftermarket Car Show | 2018 summers (seasonal)
- Volunteer Scuba Divemaster | Various Organizations | 2015 (Event Based)
- Volunteer Swim Coach | Strathcona Composite High School | 2016 Winters (seasonal)
- Project Manager | Electric Horsepower Inc. | March 2020 - September 2022
- Drafting Engineer | Ensign Energy Services Inc. | May 2018 - September 2019
- Drafting Technician | Electric Horsepower Inc. | January 2016 - January 2017
- Coach | North Edmonton Swim Club | May 2016 - August 2018 (seasonal)
- Laborer/Service Technician | Drive Rental Corp | April 2015 - December 2015
- Marshall | Delta Force Paintball | April 2014 - September 2014

Education

- Bachelor of Technology | Northern Alberta Institute of Technology | September 2019 - May 2021
 - Graduated with Honors
- Engineering Design & Drafting Technology | Northern Alberta Institute of Technology | September 2017 - May 2019

Completed Classes:

Bachelor of Technology		Engineering Design & Drafting Technology	
BTTM 4350	Construction Jobsite Controls	STAT 3010	Statistical Analysis
BTTM 4990A	Capstone Project Part I	CNTR 2422	Industrial Controls
BTTM 4990B	Capstone Project Part II	DSGN 2401	Computer-Aided Machine Design
MARK 3315	Consumer Behaviour	EDDT 2423	Automated Manufacturing System
MARK 3374	Social Media Marketing	EDDT 2450	Reinforced Concrete Design
BLAW 4820	Business Law	EDDT 2462	Technical Report
BTTM 4410	Performance Simulation	PMGT 2463	Project Management for the Tech.
ENTR 4650	Entrepreneurial Studies	COMP 2301	MicroStation
OPMG 4230	Operations Management	DSGN 2331	Subdivision Design
BTTM 3020	Recent Advances in Technology	DSGN 2341	Mechanical Design
ACCT 3430	Financial Management	DSGN 2342	Process Vessel Design
BTTM 3510	Database Management	EDDT 2350	Structural Design and Theory
ETHC 3200	Ethics and Society	THRM 2343	Thermodynamics & Heat Transfer
LEAD 4850	Leadership Development	COMP 1201	Intermediate AutoCAD
MATH 3090	Managerial Mathematics	EDDT 1221	Fluid Mechanics
COMM 3210	Critical Reading and Writing	EDDT 1231	Mapping Systems & Survey Draw
HRMT 3410	Human Resources Management	EDDT 1241	Machine Elements
PMGT 3420	Project Management	EDDT 1250	Strength of Materials
RSCH 3000	Applied Research Methods	MATH 1237	Calculus
		COMM 1163	Engineering Communications
		COMP 1101	Introduction to AutoCAD
		DRFT 1131	Engineering Graphics
		MATH 1137	Technical Math & Statistics
		STRC 1150	Statics
		SURV 1132	Introduction to Surveying

Skills

- Project management and coordination.
- Technical drawing and design AutoCAD and SolidWorks.
- Coaching, training, and mentoring new team members.
- Heavy equipment operation and maintenance, including experience with loaders, forklifts, and cranes.
- Excellent interpersonal and communication skills, with experience working with diverse teams and clients.
- Commitment to safety and adherence to industry standards and regulations.
- Ability to work effectively as part of a team and lead projects independently.
- Quick learner and adaptable to change, with a track record of mastering new skills and technologies quickly.
- Strong organizational skills and attention to detail, with experience managing complex projects from conception to completion.

Additional Qualifications & Certifications

- Driver (Class 5 & 6 - Non-Restricted)
- High School Diploma
- Spanish A2 Diploma
- Qualified PADI Divemaster (Scuba Diving)
- Boating License
- Coaching 101

If there are any questions concerning my resume, please feel free to contact me via phone, text, or email.

References Available Upon Request